

## ADMISSIONS POLICY – 2014/15

The published admission number for Year 7 in September 2015 is 160.

### **Over-Subscription**

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit once children with a statement of special educational needs that names the school have been admitted:

1. Children who are looked after and previously looked after children.
2. Children, who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area but who are attending a school in the “Carlton Family” on 31 October preceding admission to secondary school and who will have a brother or sister at the preferred secondary school at the time of admission.
5. Children, who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school.
6. Children who live outside the catchment area but who are attending a school in the “Carlton Family” on 31 October preceding admission to secondary school.
7. Other children who live outside the catchment area.

If applications exceed the number of places available the school will operate a waiting list in which priority for places will be given on the basis of the above criteria.

### **Measuring distance ‘as the crow flies’**

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance to the main administrative building of the school by the Local Authority which currently using the County Council’s computerised measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

### **Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date specified in the co-ordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Supporting evidence may be required.

When the school is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

### **Waiting list**

If, after the offer of places has been made (1 March 2015), the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority for the duration of the co-ordinated admissions scheme. Your position on this waiting list will be determined by the school's published over-subscription criteria. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school. The waiting list will be maintained for the remainder of the current academic year.

### **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be addressed to the Clerk to the Governors c/o the school within twenty days of refusal.

### **Coordinated admission scheme**

All applications for places in the normal year of entry are made on the common application form. For entrance to the school in September 2015 the closing date of the co-ordinated admission scheme is 31 October 2014. Places are allocated on 1 March 2015.

### **Applications outside the normal year of entry**

In the event of a place being available in the appropriate year group for a mid-term application an offer of a place at the school will be made. If no places are available the child's name will be placed on the school's waiting list. The position on this waiting list will be determined by the school's published over-subscription criteria. Parents have the right of appeal to the refusal for a place.

### **Admission to the sixth form including admission number for those admitted for the first time**

Published admission number for external students is 10. To be accepted on to Level 3 courses students will need five or more GCSE passes at Grade C or above (or equivalent) and be able to provide evidence that they are able to complete any necessary coursework and meet deadlines. The school does not currently actively recruit into its Sixth Form. Applications are handled in the same way as other applications outside the normal year of entry. Any applicant refused entry can appeal against the decision. Should oversubscription criteria be required, they will be as for Year 7, with the exception of Criteria 4, 5 and 7.

### **Withdrawing an offer of a place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

## **DEFINITIONS:**

### **Residence**

*This is defined as the child's ordinary place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, which ever of the two addresses the child permanently spends at least three school nights (ie Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.*

### **Looked after Children and previously looked after children**

*A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order <sup>1</sup>. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989)*

<sup>1</sup> *An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)*

### **Brother and sister**

*The governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.*

*Where applications are received in respect of twins, triplets or children of other multiple births, the Local Authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent will be asked which child(ren) should take up the place(s). The parent will still have a right of appeal against a refusal of a place.*

### **Parent**

*Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person.*

*Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.*

### **Catchment area**

*Details of the school's defined catchment area can be obtained from the school.*

*Primary schools deemed as 'linked' for the 2014 admissions process are:*

*All Hallows CE Primary  
Carlton Central Junior  
Haddon Primary  
Parkdale Primary  
Porchester Junior  
Westdale Junior*